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MARINE CORPS WASHINGTON DC
MEDIA SERVICES TASK ANALYSIS.(U)
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LEVEL II
MEDIA SERVICES
TASK ANALYSIS

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Date: June '78

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UNITED STATES MARINE CORPS

TASK ANALYSIS PROGRAM

QUESTIONNAIRE BOOKLET

INTRODUCTION

YOU HAVE BEEN SELECTED TO PARTICIPATE IN A STUDY ON THE BASIS OF YOUR CURRENT JOB ASSIGNMENT. THE INFORMATION YOU FURNISH WILL BE OF GREAT VALUE TO THE MARINE CORPS IN FUTURE DECISIONS ON: (1) OCCUPATIONAL FIELD STRUCTURE, (2) TRAINING, (3) CLASSIFICATION, AND (4) ASSIGNMENT POLICY.

THIS QUESTIONNAIRE WAS CONSTRUCTED FROM ON-THE-JOB OBSERVATIONS AND INTERVIEWS WITH MARINES PERFORMING DUTIES AND TASKS SIMILAR TO THOSE YOU PERFORM. IT IS DESIGNED TO DETERMINE WHAT YOU DO IN YOUR PRESENT JOB.

THIS IS NOT A TEST. NEITHER YOU, YOUR COMMANDER, NOR YOUR UNIT WILL BE EVALUATED, IN ANY WAY, ON THE INFORMATION YOU PROVIDE. YOUR INDIVIDUAL ANSWERS WILL BE HELD IN THE STRICTEST CONFIDENCE.

THE RESULTS OF THE INFORMATION YOU PROVIDE IN THIS QUESTIONNAIRE WILL BE OF BENEFIT TO YOU AND OTHER MARINES IN YOUR OCCUPATIONAL FIELD. THEREFORE, PLEASE BE AS STRAIGHTFORWARD, ACCURATE AND FRANK AS POSSIBLE. ALL ANSWERS SHOULD BE BASED ON YOUR PRESENT JOB ASSIGNMENT.

THERE ARE FIVE PARTS TO THE QUESTIONNAIRE:

PART I BACKGROUND INFORMATION SECTION
PART II TASK SECTION
PART III JOB SATISFACTION/DISSATISFACTION SECTION
PART IV WRITE-IN SECTION
PART V REMARKS SECTION

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Unannounced	<input type="checkbox"/>
Justification	<i>Per</i>
<i>Letter on File</i>	
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GENERAL INSTRUCTIONS

1. READ ALL INSTRUCTIONS CAREFULLY.
2. USE ONLY THE PENCIL PRESENTED TO YOU BY THE QUESTIONNAIRE ADMINISTRATOR TO MARK YOUR ANSWER. DO NOT USE A PEN OR COLORED PENCIL.
3. MARK ONLY THE RESPONSE BOXES AND CIRCLES IN THE FIRST 3 SECTIONS OF THE ANSWER BOOKLET.
4. IF IT IS NECESSARY TO CHANGE AN ANSWER, BE SURE TO ERASE IT COMPLETELY.
5. YOU WILL BE GIVEN AS MUCH TIME AS YOU NEED TO COMPLETE THIS TASK SURVEY QUESTIONNAIRE.
6. DO NOT FOLD OR CREASE THE ANSWER BOOKLET.
7. ASK YOUR SURVEY ADMINISTRATOR IF YOU HAVE ANY QUESTIONS REGARDING THE TASK BOOKLET OR THE CODED ANSWER BOOKLET.

NOW TURN TO PAGE 1 OF THIS QUESTIONNAIRE BOOKLET FOR INSTRUCTIONS ON HOW TO COMPLETE PART I.

PART I - BACKGROUND INFORMATION SECTION

INSTRUCTIONS FOR COMPLETING PART I OF THE ANSWER BOOKLET:

QUESTIONS IN THIS SECTION REQUIRE YOU TO BLACKOUT THE NUMBER OR FILL IN A CIRCLE FOR YOUR DESIRED RESPONSE.

E X A M P L E S

2	SEX
MALE	<input checked="" type="radio"/>
FEMALE	2

18. DO YOU HAVE A MILITARY DRIVERS LICENSE.	
YES	1
NO	<input checked="" type="radio"/>

EXAMPLE MOS (3215)			
6.	PRIMARY MOS		
0	0	0	0
1	1	<input checked="" type="radio"/>	1
2	<input checked="" type="radio"/>	2	2
<input checked="" type="radio"/>	3	3	3
4	4	4	4
5	5	5	<input checked="" type="radio"/>
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

NOW, TURN TO PAGE 1 (PART I - BACKGROUND INFORMATION SECTION) IN THE ANSWER BOOKLET AND BEGIN FILLING IN RESPONSES TO QUESTIONS 1 TO 13. QUESTION 14 IS LISTED ON THE FOLLOWING PAGES. BE SURE TO ANSWER EACH ITEM.

NOTE: THE FOLLOWING CORRESPONDS WITH QUESTION 14 IN THE ANSWER BOOKLET.

14. MY PRESENT BILLET TITLE IS BEST DESCRIBED AS: (SELECT ONLY ONE)

- 001. TRAINING SUPPORT CENTER CHIEF/NCOIC
- 002. HQ STAFF TRAINING SUPPORT SPECIALIST
- 003. GRAPHIC ARTS CHIEF
- 004. SLIDE ILLUSTRATOR
- 005. TRANSPARENCY ILLUSTRATOR
- 006. TP AND SLIDE ILLUSTRATOR
- 007. ROSTER/CHART ILLUSTRATOR
- 008. GRAPHIC ARTS ILLUSTRATOR
- 009. MAP ILLUSTRATOR
- 010. HQ STAFF VISUAL AIDS ILLUSTRATOR
- 011. AUDIOVISUAL LIBRARY CHIEF/NCOIC
- 012. AUDIOVISUAL EQUIPMENT CUSTODIAN
- 013. FILM LIBRARIAN
- 014. AUDIOVISUAL TRAINING AIDS LIBRARIAN
- 015. AUDIOVISUAL EQUIPMENT OPERATOR
- 016. CLASSROOM ATTENDANT
- 017. INSTRUCTOR ASSISTANT
- 018. NCOIC CLASS SUPPORT
- 019. THEATRE NCO
- 020. THEATRE PROJECTIONIST
- 021. AUDIOVISUAL EQUIPMENT TECHNICIAN
- 022. AUDIOVISUAL EQUIPMENT REPAIRMAN
- 023. PROJECTION EQUIPMENT REPAIRMAN
- 024. SOUND EQUIPMENT REPAIRMAN
- 025. TELEVISION STUDIO ATTENDANT/HELPER
- 026. TELEVISION CAMERAMAN
- 027. TELEVISION EQUIPMENT OPERATOR
- 028. TELEVISION EQUIPMENT TECHNICIAN/REPAIRMAN
- 029. TELEVISION CREW CHIEF
- 030. TELEVISION PRODUCTION SPECIALIST
- 031. TELEVISION PROGRAM DIRECTOR
- 032. TELEVISION PRODUCTION CHIEF/TELEVISION CHIEF
- 033. PHOTOGRAPHER
- 033. FILM PROCESSING SPECIALIST
- 035. PHOTOGRAPHIC QUALITY CONTROL SPECIALIST
- 036. MOTION PICTURE CAMERAMAN
- 037. MOTION PICTURE STUDIO ATTENDANT/HELPER
- 038. MOTION PICTURE FILM EDITOR
- 039. MOTION PICTURE LIBRARIAN
- 040. MOTION PICTURE CAMERA CHIEF
- 041. PHOTOGRAPHIC CHIEF
- 042. PRESS INFORMATION MAN
- 043. REPORTER, NEWSPAPER
- 044. EDITOR, NEWSPAPER

- 045. NEWSWRITER
- 046. RADIO INFORMATION MAN
- 047. RADIO BROADCAST SPECIALIST
- 048. RADIO CHIEF
- 049. ANNOUNCER
- 050. TELEVISION INFORMATION MAN
- 051. TELEVISION BROADCAST SPECIALIST
- 052. RADIO AND TELEVISION BROADCAST CHIEF
- 053. PRESS INFORMATION CHIEF
- 054. PUBLIC AFFAIRS CHIEF
- 055. COMMUNITY RELATIONS CHIEF
- 056. AVIATION PHOTOGRAPHIC FILM PROCESSOR
- 057. IMAGERY INTERPRETATION EQUIPMENT REPAIR TECHNICIAN
- 058. AERIAL CAMERA/ADAS SYSTEMS TECHNICIAN, IMA
- 059. AERIAL CAMERA SYSTEMS TECHNICIAN
- 060. PHOTO EQUIPMENT REPAIRMAN

NOTE: DISREGARD QUESTIONS 15 THROUGH 38. YOU HAVE NOW COMPLETED PART I.
READ THE INSTRUCTIONS ON THE NEXT PAGE AND CONTINUE WITH PART II.

PART II - TASK SECTION

INSTRUCTIONS FOR COMPLETING PART II OF THE ANSWER BOOKLET:

READ THROUGH THE ENTIRE TASK SECTION OF THIS QUESTIONNAIRE AND FILL IN THE CIRCLE UNDER THE TASK DONE COLUMN, IN THE ANSWER BOOKLET, FOR EACH TASK STATEMENT WHICH YOU ACTUALLY PERFORM NOW IN YOUR BILLET. DO NOT FILL IN THE CIRCLES FOR TASKS THAT YOU DO NOT PERFORM. DO NOT BLACKEN THE NUMBERS TO THE RIGHT OF THE CIRCLES AT THIS TIME. SEPARATE INSTRUCTIONS WILL FOLLOW FOR THAT PART OF THE QUESTIONNAIRE AFTER YOU HAVE COMPLETED MARKING THE TASKS THAT YOU DO.

E X A M P L E

QUESTIONNAIRE BOOKLET			ANSWER BOOKLET												
		TASK DONE													
0001	TASK	●	0	0	0	1	1	2	3	4	5	6	7		
0012	TASK	0	0	0	1	2	1	2	3	4	5	6	7		
0035	TASK	●	0	0	3	5	1	2	3	4	5	6	7		

THE LIST OF BILLET MOS RELATED TASKS BEGINS ON THE NEXT PAGE.

- 1 ALIGN SOUND TRACK TO FILM
- 2 ASSEMBLE FILM FOOTAGE
- 3 CLEAN FILM
- 4 COORDINATE MOTION PICTURE FILM PRINTING/REPRODUCTION
- 5 CUT A AND B ROLLS TO MATCH WORKPRINT
- 6 DUB SOUND TRACK ON FILM
- 7 EDIT DIALOGUE TRACKS
- 8 EDIT SILENT MOTION PICTURE FILM
- 9 EDIT SOUND MOTION PICTURE FILM
- 10 MARK WORKPRINT FOR OPTICAL EFFECTS
- 11 PREPARE A AND B ROLLS (CHECKERBOARD/OVERLAP METHOD)
- 12 PREPARE SPECIFICATIONS FOR TITLES AND VISUAL AIDS TO BE INCLUDED WITH EDITED MOTION PICTURE FOOTAGE
- 13 PRODUCE OPTICAL EFFECTS USING EDITING TECHNIQUES
- 14 SELECT MUSIC FOR PRODUCTION
- 15 SET UP FILM EDITOR
- 16 SPLICE FILM
- 17 INSTRUCT/TRAIN PERSONNEL IN FILM EDITING TECHNIQUES
- 18 SUPERVISE PERSONNEL EDITING FILM
- 19 ADJUST MOTION PICTURE SOUND RECORDING EQUIPMENT
- 20 ALIGN TITLE CARDS
- 21 APPLY MAKEUP TO PERFORMERS
- 22 ASSIGN CAMERAMEN
- 23 BRIEF CAMERAMEN ON ASSIGNMENT

- 24 CONDUCT MOTION PICTURE CAMERA TESTS
- 25 DETERMINE/ADJUST MOTION PICTURE CAMERA SETTINGS
- 26 DETERMINE MOTION PICTURE CAMERA EQUIPMENT SECTION REQUIREMENTS
- 27 DETERMINE MOTION PICTURE CAMERA FILM SECTION REQUIREMENTS
- 28 DIRECT MOTION PICTURE CREW DURING ASSIGNMENTS
- 29 FILM MOTION PICTURES WITH SOUND SYSTEM
- 30 FILM MOTION PICTURES WITHOUT SOUND SYSTEM
- 31 IDENTIFY MOTION PICTURE FOOTAGE WITH SLATE
- 32 INSPECT MOTION PICTURE CAMERA AND ACCESSORIES
- 33 INSPECT MOTION PICTURE CAMERA EQUIPMENT SUCH AS TRIPODS AND DOLLYS
- 34 OPERATE CUE CARDS
- 35 PREPARE CUE CARDS
- 36 INSTALL MAGNETIC SOUND UNIT IN MOTION PICTURE CAMERA
- 37 OPERATE BOOM
- 38 PREPARE MIRROR SHOTS
- 39 PREPARE MOTION PICTURE BUDGET
- 40 RECORD ON SOUND SYSTEM MAGNETIC TRACKS
- 41 SET UP MOTION PICTURE CAMERA
- 42 SHOOT ANIMATED MAPS/SPECIAL GRAPHICS
- 43 SHOOT REAR SCREEN
- 44 INSTRUCT/TRAIN PERSONNEL IN MOTION PICTURE CAMERA OPERATING TECHNIQUES
- 45 SUPERVISE PERSONNEL FILMING MOTION PICTURES
- 46 SUPERVISE PERSONNEL PERFORMING MAKEUP DUTIES
- 47 CONTRACT FOR TV PRODUCTION SERVICES

- 48 DEGAUSS VIDEO TAPE
- 49 DETERMINE/ADJUST TELEVISION CAMERA SETTINGS
- 50 DETERMINE TV PRODUCTION REQUIREMENTS SUCH AS CAMERA
PLACEMENT, INSERTS TIMING, AND MAKEUP REQUIREMENTS
- 51 DIAGNOSE TV PRODUCTION PROBLEMS
- 52 DIRECT/CUE TV PRODUCTION PERSONNEL SUCH AS OPERATORS,
AUDIOMEN, AND PERFORMERS
- 53 EDIT VIDEO TRACKS
- 54 INSPECT TV CAMERA ACCESSORIES SUCH AS TRIPODS AND DOLLYS
- 55 MONITOR VIDEO PICTURE QUALITY
- 56 PREPARE KINESCOPIES
- 57 PREPARE STUDIO/TELOP CRAWL
- 58 PREPARE TV PRODUCTION BUDGET
- 59 RECORD ON STAGE SYSTEM OPTICAL TRACKS
- 60 REGULATE VIDEO PICTURE QUALITY DURING PRODUCTIONS
- 61 SELECT TV PRODUCTION CAMERA EQUIPMENT
- 62 SELECT TELEVISION REMOTE SITE
- 63 SET UP TV CAMERA
- 64 SHOOT STUDIO/TELOP CRAWL
- 65 SYNCHRONIZE PROMPTER HEADS
- 66 INSTRUCT/TRAIN PERSONNEL IN FILM EDITING TECHNIQUES
- 67 INSTRUCT/TRAIN PERSONNEL IN VIDEOTAPE EDITING TECHNIQUES
- 68 INSTRUCT/TRAIN PERSONNEL IN TV CAMERA OPERATING TECHNIQUES
- 69 SUPERVISE PERSONNEL OPERATING TV CAMERAS
- 70 SUPERVISE PERSONNEL TAPING TV PROGRAMS
- 71 ADJUST STUDIO LIGHTING EQUIPMENT
- 72 ASSEMBLE/DISASSEMBLE STUDIO LIGHTING EQUIPMENT

73 CHANGE STUDIO SLIDES
74 CONSTRUCT PROPS
75 CONSTRUCT SETS
76 DESIGN SETS
77 DRESS SETS
78 INSPECT STAGE/STUDIO SETS
79 INSPECT STUDIO LIGHTING EQUIPMENT
80 MANTLE/DISMANTLE STUDIO SETS
81 PREPARE CYCLORAMA
82 SELECT PROPS AND SUPPORTING EQUIPMENT AND MATERIALS
83 INSTRUCT/TRAIN PERSONNEL IN LIGHTING TECHNIQUES
84 SUPERVISE PERSONNEL CONSTRUCTING PROPS AND PRODUCTION SETS
85 SUPERVISE PERSONNEL DESIGNING PRODUCTION SETS
86 SUPERVISE PERSONNEL DRESSING PRODUCTION SETS
87 SUPERVISE PERSONNEL PERFORMING LIGHTING DUTIES
88 ADJUST PRINTING MASKS
89 ADJUST PROCESS CAMERA
90 APPLY CHEMICAL REDUCERS TO NEGATIVES/PRINTS
91 STORE PHOTOGRAPHIC CHEMICALS
92 CLEAN NEGATIVES
93 COPY PICTURES SUCH AS PRINTS, SLIDES, OR NEGATIVES
94 EVALUATE QUALITY OF PROCESSED FILM
95 DETERMINE FILM DEVELOPING TIME
96 DETERMINE FILTRATION BY VISUAL PHOTO-ELECTRIC ANALYSIS
97 DETERMINE PRINTING EXPOSURE TIME
98 DRY PRINTS

- 99 DRY MOUNT PRINTS
- 100 EMBARK MOBILE PHOTOGRAPHIC RECONNAISSANCE LABORATORY
(VAN)
- 101 ETCH NEGATIVES
- 102 INSPECT QUALITY OF PHOTOGRAPHIC MATERIAL USING SENSITOMETER
- 103 MEASURE QUALITY OF PROCESSING SOLUTIONS WITH DENSITOMETER
- 104 MOUNT PRINTS USING GLUE AND TAPE
- 105 MOUNT SLIDES
- 106 NUMBER/CAPTION PHOTOGRAPHS
- 107 PLACE PRINTS IN PRINT MOUNTING PRESS
- 108 PREPARE CONTACT PRINTER FOR OPERATION
- 109 PREPARE MOBILE PHOTOGRAPHIC RECONNAISSANCE LABORATORY
(VAN) FOR OPERATION
- 110 PREPARE PROJECTION PRINTER FOR OPERATION
- 111 PREPARE A PROCESS CONTROL CHART
- 112 PREPARE TIME-TEMP GAMMA CHARTS
- 113 PRINT NEGATIVES/PRINTS BY CONTACT METHOD
- 114 PRINT NEGATIVES/PRINTS BY PROJECTION METHOD
- 115 PRODUCE REFLEX COPIES USING DIRECT COPY METHOD
- 116 PRODUCE REFLEX COPIES USING PAPER NEGATIVE METHOD
- 117 RESTORE NEGATIVES/PRINTS
- 118 ROUGH PLOT AERIAL NEGATIVES
- 119 ADJUST CONTROLS OF MACHINE FILM PROCESSOR TO ATTAIN
DESIRED GAMMA
- 120 SET UP CONTACT PRINTER FOR OPERATION
- 121 SET UP FILM DEVELOPING EQUIPMENT
- 122 SET UP PROJECTION PRINTER FOR OPERATION

- 123 SORT PRINTS
- 124 TRIM PRINTS
- 125 WASH PRINTS
- 126 INSTRUCT/TRAIN PERSONNEL IN PHCTOGRAPHIC FILM
PROCESSING TECHNIQUES
- 127 INSTRUCT/TRAIN PERSCNNEL IN THE TECHNIQUES OF PREPARING
THE VAN FOR OPERATION/EMBARKATION
- 128 SUPERVISE PERSONNEL CORRECTING NEGATIVES/PRINTS
- 129 SUPERVISE PERSONNEL MIXING PHOTOGRAPHIC CHEMICAL SOLUTIONS
- 130 SUPERVISE PERSCNNEL PREPARING THE VAN FOR OPERATION/
EMBARKATION
- 131 SUPERVISE PERSONNEL PROCESSING PICTURES SUCH AS PRINTS,
SLIDES, AND NEGATIVES
- 132 COMPLETE PHOTOGRAPHIC RELATED FORMS
- 133 CONTROL PICTURE TONE WITH FILTERS AND LENS SHADES
- 134 CREATE SPECIAL EFFECTS WITH MULTIPLE EXPOSURES
- 135 CREATE STILL PHOTOGRAPHIC LIGHTING EFFECTS
- 136 DETERMINE/ADJUST STILL CAMERA SETTINGS
- 137 DETERMINE STILL CAMERA EQUIPMENT SECTION REQUIREMENTS
- 138 DIRECT STILL CAMERAMEN DURING PHOTOGRAPHY ASSIGNMENTS
- 139 FRAME AREA/OBJECTS/SUBJECTS FOR STILL CAMERA PHOTOGRAPHY
- 140 INSPECT STILL CAMERAS AND ACCESSORIES
- 141 INVENTORY PHOTOGRAPHIC SUPPLIES AND EQUIPMENT
- 142 LOAD/UNLOAD STILL CAMERA
- 143 POSITION SUBJECTS/OBJECTS TO BE PHOTOGRAPHED
- 144 PREPARE STILL PHOTOGRAPHY BUDGET
- 145 REQUEST STILL PHOTOGRAPHIC SECTION'S SUPPLIES AND EQUIPMENT
- 146 SCREEN STILL CAMERA PHOTOGRAPHY ASSIGNMENTS

- 147 SELECT EQUIPMENT FOR STILL CAMERA ASSIGNMENT SUCH AS
LIGHTING EQUIPMENT, CAMERA, AND ACCESSORIES
- 148 SELECT TYPE OF FILM FOR STILL CAMERA ASSIGNMENT
- 149 SET UP STILL CAMERA
- 150 STORE STILL PHOTOGRAPHIC SUPPLIES AND EQUIPMENT
- 151 INSTRUCT/TRAIN PERSONNEL IN STILL CAMERA OPERATING
TECHNIQUES
- 152 SUPERVISE PHOTOGRAPHERS TAKING STILL PICTURES
- 153 ADJUST LEVELS ON AUDIO RECORDING EQUIPMENT
- 154 ADMINISTER AUDIENCE SURVEYS
- 155 ANNOUNCE PLAY-BY-PLAY RADIO SPORTS BROADCASTS
- 156 ANNOUNCE PLAY-BY-PLAY TV SPORTS BROADCASTS
- 157 ANNOUNCE RADIO/TV PROGRAMS
- 158 BROADCAST VIDEOTAPE PROGRAMS OVER CLOSED CIRCUIT TV SYSTEM
- 159 CORRECT TAPED RADIO/TV PROGRAMS FOR PROPER TIMING
- 160 CUE SOUND SOURCES
- 161 DUPLICATE MAGNETIC RECORDINGS
- 162 EDIT SOUND TRACKS
- 163 INSPECT BROADCASTING EQUIPMENT SUCH AS TURNTABLES,
TAPE RECORDERS, AND MICROPHONES
- 164 INVENTORY RECORD CATALOGUE
- 165 LOAD/UNLOAD FILM CHAIN
- 166 LOAD/UNLOAD SLIDE DRUM
- 167 MIX SOUND
- 168 NARRATE RADIO/TV PROGRAMS
- 169 OPERATE AUDIOVISUAL CONSOLE
- 170 OPERATE FILM CHAIN

- 171 OPERATE PATCH PANEL ON CLOSED CIRCUIT TV SYSTEM
- 172 PREPARE AUDIENCE SURVEY QUESTIONNAIRES
- 173 PREPARE BROADCAST STUDIO FOR LIVE INTERVIEW
- 174 SELECT AUDIOVISUAL EQUIPMENT
- 175 PREPARE INSTRUCTIONAL TELEVISION UTILIZATION REPORTS
- 176 RECORD SPOT ANNOUNCEMENTS FOR RADIO
- 177 SCHEDULE TV BROADCASTING FOR CLOSED CIRCUIT SYSTEM
- 178 SCREEN DISC RECORD
- 179 SELECT BROADCASTING EQUIPMENT SUCH AS MICROPHONES,
STYLUS, AUDIO CONSOLES, TAPES AND MUSIC
- 180 SET UP SOUND RECORDING/BROADCASTING EQUIPMENT
- 181 SOUND TEST ACOUSTICS AND RECORDING EQUIPMENT
- 182 SPLICE MAGNETIC TAPE
- 183 STORE DISCS
- 184 INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF OPERATING
BROADCASTING EQUIPMENT SUCH AS HEADPHONES AND TURNTABLES
- 185 INSTRUCT/TRAIN PERSONNEL IN RADIO/TV ANNOUNCING TECHNIQUES
- 186 INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF OPERATING
AV EQUIPMENT SUCH AS OPAQUE/SLIDE PROJECTORS
- 187 SUPERVISE ADMINISTERING OF AUDIENCE SURVEYS
- 188 SUPERVISE PERSONNEL ANNOUNCING RADIO PROGRAMS
- 189 SUPERVISE PERSONNEL OPERATING BROADCASTING EQUIPMENT
SUCH AS HEADPHONES AND TURNTABLES
- 190 ADJUST TELEVISION PICTURE AND SOUND ON CLASSROOM TV MONITOR
- 191 ARRANGE CLASSROOM SEATING
- 192 COLLECT TRAINING MATERIALS FOR INSTRUCTOR
- 193 DARKEN CLASSROOM
- 194 DELIVER TRAINING MATERIALS TO CLASSES

- 195 DISTRIBUTE TRAINING MATERIALS TO STUDENTS
- 196 EVALUATE ACOUSTICS OF STAGE/ROOM
- 197 OPERATE AUDIOVISUAL EQUIPMENT SUCH AS TAPE RECORDERS, STILL PROJECTORS, AND TURNTABLES
- 198 POSITION INSTRUCTIONAL TELEVISION (ITV) MONITOR
- 199 POSITION MICROPHONES
- 200 REHEARSE AUDIOVISUAL (AV) PRESENTATION WITH INSTRUCTOR.
- 201 SET UP AUDIOVISUAL EQUIPMENT SUCH AS OPAQUE/SLIDE PROJECTOR
- 202 SET UP REFRESHMENTS FOR STUDENTS
- 203 SET UP SPECIAL EFFECT DISPLAYS SUCH AS MOCK-UP, AND HOOK & LOOP BOARDS
- 204 STAND SECURITY WATCH FOR CLASSIFIED PRESENTATIONS
- 205 SUPERVISE PERSONNEL OPERATING AV EQUIPMENT SUCH AS TAPE RECORDERS, STILL PROJECTORS, AND TURNTABLES
- 206 BREAK DOWN NEWSPAPERS FOR DISTRIBUTION
- 207 COPY-EDIT POST NEWSPAPERS
- 208 DELIVER BASE NEWSPAPER
- 209 DEVELOP THEME OF PICTURES/PICTURE STORY
- 210 LAY OUT POST NEWSPAPER
- 211 MAINTAIN FILES SUCH AS BACK COPIES OF NEWSPAPERS, PHOTOGRAPHS, AND BIOGRAPHIES
- 212 MONITOR NEWSPAPER PAGE FORMAT
- 213 NEGOTIATE PRINTING CONTRACTS
- 214 PREPARE PRESS KIT
- 215 PROOFREAD SMOOTH COPY OF STORIES AND ARTICLES FOR PUBLICATION
- 216 INSTRUCT/TRAIN PERSONNEL IN NEWSPAPER PUBLISHING TECHNIQUES
- 217 SUPERVISE PERSONNEL PUBLISHING A UNIT NEWSPAPER

- 218 ADVISE RECRUITERS ON PUBLIC AFFAIRS MATTERS
- 219 ARRANGE FOR BROADCAST TIME ON PUBLIC RADIO/TV
- 220 ARRANGE FOR NEWS CONFERENCES
- 221 ARRANGE MARINE CORPS SUPPORT FOR COMMUNITY ACTIVITIES
- 222 ARRANGE TOURS FOR VISITORS
- 223 DELIVER NARRATIONS/SPEECHES
- 224 DESIGN MARINE CORPS ADVERTISEMENTS
- 225 DETERMINE CIRCULATION OF UNIT NEWSPAPER
- 226 ESCORT COMMUNITY RELATIONS GROUPS/NEWS MEDIA TEAM
- 227 ESTABLISH COMMAND INFORMATION BUREAU DURING OPERATIONS
- 228 ESTABLISH COMMUNITY CONTACTS FOR MARINE CORPS ACTIVITIES
- 229 ESTABLISH OUTSIDE MEDIA PRESS CENTER
- 230 INFORM STAFF SECTIONS ON PUBLIC RELATIONS MATTERS
- 231 PREPARE BASE ORIENTATION LECTURES
- 232 PREPARE PUBLIC AFFAIRS BUDGET
- 233 PURCHASE ADVERTISEMENTS FOR RECRUITING PURPOSES
- 234 SCAN NEWSPAPERS AND OTHER PUBLICATIONS FOR INFORMATION/
ARTICLES
- 235 INSTRUCT/TRAIN PERSONNEL IN PUBLIC AFFAIRS TECHNIQUES
- 236 SUPERVISE PERSONNEL WORKING WITH PUBLIC AFFAIRS PROGRAMS
- 237 ANSWER COMMUNITY QUERIES
- 238 ARRANGE FOR INTERVIEWS
- 239 ARRANGE PHOTOGRAPHIC COVERAGE TO BE USED WITH STORIES OR
ARTICLES
- 240 COMPOSE SPEECHES
- 241 DETERMINE ILLUSTRATIONS/PHOTO REQUIREMENTS TO SUPPORT
NEWSPAPER ARTICLES

- 242 DISTRIBUTE HOMETOWN NEWS RELEASE FORMS
- 243 EDIT BIOGRAPHICAL DATA
- 244 EDIT NEWS ARTICLES SUCH AS COMMAND STATEMENTS,
FEATURETTES, AND SPECIAL INTEREST COLUMNS
- 245 EDIT RADIO/TV PROGRAM SCRIPTS
- 246 INTERVIEW PERSONNEL
- 247 PREPARE A HEADLINE NEWS SUMMARY
- 248 PREPARE KICKER FOR END OF BROADCAST
- 249 PREPARE NEWS ARTICLES SUCH AS COMMAND STATEMENTS,
FEATURETTES, AND SPECIAL INTEREST COLUMNS
- 250 PREPARE NEWS COPIES FOR RADIO
- 251 REQUEST AN ARTIST TO DRAW ILLUSTRATIONS
- 252 RESEARCH FILES TO FIND PHOTOGRAPHS AND ILLUSTRATIONS
- 253 REVIEW/COMPLETE HOMETOWN NEWS RELEASES
- 254 TAPE RECORD INTERVIEWS
- 255 TRANSMIT INFORMATION OVER TELECOPIER
- 256 WRITE NEWS COPY SCRIPTS
- 257 WRITE SPOT ANNOUNCEMENTS FOR RADIO
- 258 INSTRUCT PERSONNEL COMPLETING HOMETOWN NEWS RELEASES
- 259 INSTRUCT/TRAIN PERSONNEL IN WRITING (JOURNALISM) TECHNIQUES
- 260 SUPERVISE PERSONNEL PREPARING STORIES AND ARTICLES FOR
PUBLICATION
- 261 SUPERVISE PERSONNEL WRITING RADIO/TV SCRIPTS
- 262 CREATE SOUND EFFECTS
- 263 CREATE VISUAL SPECIAL EFFECTS

- 264 DETERMINE COSTUME REQUIREMENTS
- 265 DETERMINE LIGHTING RATIOS
- 266 ESTIMATE PRODUCTION COST
- 267 PROCURE COSTUMES
- 268 RECOMMEND PRODUCTION CHANGES
- 269 SELECT PERSONNEL FOR PRODUCTION CAST
- 270 SELECT SOUND EFFECTS
- 271 SELECT VISUAL SPECIAL EFFECTS
- 272 SUPERVISE PERSONNEL REHEARSING PRODUCTIONS
- 273 ARRANGE FOR REPAIR OF FILM EDITING EQUIPMENT
- 274 ARRANGE FOR REPAIR OF MOTION PICTURE CAMERAS
- 275 ARRANGE FOR REPAIR OF STILL PICTURE CAMERA EQUIPMENT
BY CIVILIAN AGENCY
- 276 ARRANGE FOR REPAIR OF STILL PICTURE CAMERA EQUIPMENT
BY USMC ACTIVITY
- 277 ARRANGE FOR TV CAMERA REPAIRS
- 278 CORRECT ELECTRICAL MALFUNCTIONS OF AUTOMATIC FILM AND
PRINT PROCESSORS
- 279 CORRECT ELECTRICAL MALFUNCTIONS OF STILL CAMERA EQUIPMENT
- 280 CORRECT ELECTRICAL MALFUNCTIONS IN VAN
- 281 CORRECT MECHANICAL MALFUNCTIONS OF AUTOMATIC FILM AND
PRINT PROCESSORS
- 282 CORRECT MECHANICAL MALFUNCTIONS IN VAN
- 283 CORRECT MECHANICAL MALFUNCTIONS OF STILL CAMERA EQUIPMENT
- 284 CORRECT MALFUNCTIONS OF MOTION PICTURE CAMERA EQUIPMENT
- 285 CORRECT PLUMBING MALFUNCTIONS IN VAN
- 286 DETERMINE REQUIRED CORRECTIVE ACTION TO FIX AUTOMATIC FILM
AND PRINT PROCESSORS

- 287 DETERMINE REQUIRED CORRECTIVE ACTION TO FIX STILL PICTURE CAMERA
- 288 INSTRUCT/TRAIN PERSONNEL IN PROCEDURES OF CORRECTING AUTOMATIC PROCESSOR
- 289 INSTRUCT/TRAIN PERSONNEL IN PROCEDURES OF CORRECTING ELECTRICAL MALFUNCTIONS IN VAN
- 290 INSTRUCT/TRAIN PERSONNEL IN PROCEDURES OF CORRECTING PLUMBING MALFUNCTIONS IN VAN
- 291 INSTRUCT/TRAIN PERSONNEL IN PROCEDURES OF CORRECTING MECHANICAL MALFUNCTIONS IN VAN
- 292 INSTRUCT/TRAIN PERSONNEL IN PROCEDURES OF REPAIRING STILL CAMERAS AND ACCESSORIES
- 293 SUPERVISE PERSONNEL REPAIRING AUTOMATIC PRINT PROCESSOR
- 294 SUPERVISE PERSONNEL CORRECTING ELECTRICAL MALFUNCTIONS IN VAN
- 295 SUPERVISE PERSONNEL CORRECTING MECHANICAL MALFUNCTIONS IN VAN
- 296 SUPERVISE PERSONNEL CORRECTING PLUMBING MALFUNCTIONS IN VAN
- 297 SUPERVISE PERSONNEL REPAIRING STILL CAMERAS AND ACCESSORIES
- 298 CREATE FINISHED ORIGINAL ARTWORK SKETCHES
- 299 DESIGN GRAPHIC LAYOUTS SUCH AS PICTURES, ILLUSTRATIONS LETTER LAYOUTS, POSTER, AND PLAQUES
- 300 DRAW FREEHAND ARTWORK SUCH AS CARTOONS, STILL LIFE, PERSONS, AND SCENIC VIEWS
- 301 ILLUSTRATE EQUIPMENT, WEAPONS, AND BUILDINGS USING MECHANICAL DRAWING INSTRUMENTS
- 302 LETTER USING FREEHAND METHOD
- 303 LETTER USING MECHANICAL LETTERING SET

- 304 MAKE OVERLAYS FOR MAPS
- 305 MAKE TRANSPARENCY MASTERS WITH ITEK EQUIPMENT
- 306 PAINT PICTURES SUCH AS MURALS, SCENIC VIEWS, AND STILL LIVES
- 307 PREPARE ANIMATED GRAPHICS/MAPS
- 308 PREPARE LETTERING FILM USING HEADLINER MACHINE
- 309 SKETCH DRAWINGS SUCH AS CARTOONS, PERSONS, AND STILL LIFE
- 310 INSTRUCT/TRAIN PERSONNEL IN ILLUSTRATION TECHNIQUES
- 311 SUPERVISE PERSONNEL ILLUSTRATING
- 312 APPLY ADHESIVE LETTERS AND SYMBOLS TO TRAINING AIDS
- 313 ASSEMBLE MONTAGES
- 314 COLOR SLIDE LETTERING USING WHITE COLOR KEY PROCESS
- 315 COLOR TRANSPARENCIES
- 316 CONSTRUCT SCALE MODELS OF VISUAL AIDS
- 317 CONSTRUCT VISUAL AID KITS CONSISTING OF ONE LINERS AND LIMITED ILLUSTRATIONS
- 318 CREATE BASE RELIEF EFFECTS
- 319 CREATE SILKSCREEN STENCIL
- 320 CREATE SPECIAL EFFECTS USING AIDS SUCH AS TRANSPARENCY OVERLAPS, AIR BRUSHES, FLOURESCENTS, AND LUMINOUS COLORS
- 321 CREATE TRANSPARENCIES
- 322 CREATE VISUAL DISPLAYS
- 323 DESIGN VISUAL AIDS
- 324 ENLARGE PRINTS
- 325 FRAME PICTURES
- 326 LAYOUT SHADING FILM
- 327 MAKE TRANSPARANCIES USING THERMOFAX OR XEROX COPIES

328 MIX PHOTOGRAPHIC CHEMICALS

329 MOUNT CERAMIC OR PLASTIC LETTERS ON DISPLAY BOARD

330 MOUNT PRINTS USING DRY-MOUNTING TISSUE

331 MOUNT PRINTS USING LIQUID OR PASTE ADHESIVES

332 OPERATE SIGN PRESS MACHINE

333 PHOTOGRAPH SLIDES OF SLIDE MASTERS (INCLUDES TP'S)

334 PREPARE SILKSCREEN FOR REPRODUCTION OF COPY

335 PREPARE TRAINING SUPPORT CENTER BUDGET

336 PRINT VISUAL AIDS USING SILKSCREEN PROCESS

337 PRODUCE COLOR PRINTS FROM POSITIVE TRANSPARENCIES

338 PRODUCE MATS FOR FRAMES

339 SELECT SHADING FILM FOR TONAL OR TEXTURE EFFECT

340 STENCIL LETTERS AND SYMBOLS

341 TOUCH UP MASTER PRINTS USING PENCILS/BRUSHES

342 PREPARE INTERNEGATIVES FROM TRANSPARENCIES

343 INSTRUCT/TRAIN PERSONNEL IN TECHNIQUES OF CONSTRUCTING
VISUAL AIDS

344 SUPERVISE PERSONNEL CONSTRUCTING VISUAL AIDS

345 HANDLE/STORE CLASSIFIED AV MATERIAL

346 ARRANGE FILMS IN STORAGE AREA

347 ARRANGE VISUAL TRAINING AIDS

348 CATALOG FILM LIBRARY MATERIALS

349 CONTROL EQUIPMENT/FILMS

350 COORDINATE THE EXCHANGE OF TRAINING AIDS WITH
OTHER SERVICES

351 DETERMINE SERVICEABILITY OF FILMS

352 DETERMINE SERVICEABILITY OF TRAINING AIDS

353 DISPOSE OF TRAINING AIDS
354 DISPOSE OF FILMS
355 INVENTORY AUDIOVISUAL SUPPLIES AND EQUIPMENT
356 ISSUE AV EQUIPMENT/TRAINING AIDS
357 ISSUE FILMS
358 MAINTAIN FILM LIBRARY
359 MAINTAIN VIDEOTAPE LIBRARY
360 OPERATE HAZELTONE COMPUTER
361 PREPARE/MAINTAIN STOCK CONTROL RECORDS
362 PREPARE VISUAL TRAINING AIDS FOR SHIPMENT
363 RECEIPT FOR AV EQUIPMENT/TRAINING AIDS
364 RECORD THE STATUS OF AV EQUIPMENT
365 REPAIR DAMAGED AV EQUIPMENT
366 REPAIR DAMAGED FILMS
367 REQUISITION AUDIOVISUAL EQUIPMENT, SUPPLIES AND PARTS
368 RESEARCH AV EQUIPMENT CATALOGS
369 RESEARCH FILM CATALOGS
370 STORE AUDIOVISUAL EQUIPMENT, MATERIALS, AND SUPPLIES
371 WRITE CATALOG OF VISUAL TRAINING AIDS
372 WRITE FILM CATALOG
373 SUPERVISE PERSONNEL HANDLING/STORING AV EQUIPMENT/MATERIAL
374 SUPERVISE PERSONNEL HANDLING/STORING AV TRAINING AIDS
375 ADJUST TURNTABLES
376 ADJUST/ALIGN OPTICAL SYSTEM ON AUDIOVISUAL EQUIPMENT
SUCH AS STILL/SOUND PROJECTORS
377 ALIGN PLAYBACK HEAD AZIMUTH

- 378 ALIGN PLAYBACK RECORD HEAD HEIGHT
- 379 ALIGN RECORDING HEAD AZIMUTH
- 380 ALIGN RECORDING HEAD HEIGHT
- 381 ARRANGE FOR REPAIR OF AV EQUIPMENT BY CIVILIAN AGENCY
- 382 ARRANGE FOR REPAIR OF AV EQUIPMENT BY USMC ACTIVITY
- 383 ASSEMBLE/DISASSEMBLE AV EQUIPMENT SUCH AS SOUND/SLIDE PROJECTORS
- 384 BENCH TEST AV EQUIPMENT
- 385 CALIBRATE AUDIO SYSTEM ON AV EQUIPMENT SUCH AS MOTION PICTURE PROJECTORS AND SLIDE PROJECTORS
- 386 IDENTIFY MALFUNCTIONING ELECTRONIC COMPONENTS ON AV EQUIPMENT SUCH AS OPAQUE/SLIDE PROJECTORS
- 387 IDENTIFY MALFUNCTION OF MECHANICAL ASSEMBLIES OF AV EQUIPMENT SUCH AS OPAQUE/SLIDE PROJECTORS
- 388 REPAIR COMPUTER BASED AV DEVICES AND SYSTEMS SUCH AS CATHOD-RAY TUBE AND SELF-PACE ANSWERING DEVICES
- 389 REPAIR PROJECTION SCREENS
- 390 REPLACE ELECTRONIC COMPONENTS ON AUDIOVISUAL EQUIPMENT SUCH AS SLIDE PROJECTORS AND MOVIE PROJECTORS
- 391 REPLACE MECHANICAL PARTS ON AUDIOVISUAL EQUIPMENT SUCH AS SLIDE PROJECTORS AND MOVIE PROJECTORS
- 392 RESTORE ELECTRONIC SECTIONS ON AUDIOVISUAL EQUIPMENT
- 393 RESTORE MECHANICAL MALFUNCTIONING PARTS ON AUDIOVISUAL EQUIPMENT
- 394 INSTRUCT/TRAIN PERSONNEL IN PROCEDURES FOR REPAIRING AUDIOVISUAL EQUIPMENT
- 395 SUPERVISE PERSONNEL REPAIRING AV EQUIPMENT
- 396 ESTABLISH/UPDATE A PREVENTIVE MAINTENANCE (PM) PROGRAM FOR STILL PHOTOGRAPHIC EQUIPMENT

- 397 ESTABLISH/UPDATE A PM PROGRAM FOR AUDIOVISUAL (AV) TRAINING DEVICES/SIMULATORS
- 398 ESTABLISH/UPDATE A PM PROGRAM FOR MOTION PICTURE EQUIPMENT
- 399 ESTABLISH/UPDATE A PM PROGRAM FOR TELEVISION PRODUCTION/ EDITING EQUIPMENT
- 400 ESTABLISH/UPDATE A PM PROGRAM FOR STUDIO LIGHTING EQUIPMENT
- 401 ESTABLISH/UPDATE A PM PROGRAM FOR MOTION PICTURE EDITING EQUIPMENT
- 402 ESTABLISH/UPDATE A PM PROGRAM FOR BROADCASTING EQUIPMENT SUCH AS HEADPHONES AND TAPE RECORDERS
- 403 ESTABLISH/UPDATE A PM PROGRAM FOR AUDIOVISUAL (AV) EQUIPMENT SUCH AS OPAQUE/SLIDE PROJECTORS
- 404 PERFORM OPERATORS CHECKS/SERVICES ON AV TRAINING DEVICES/ SIMULATORS
- 405 PERFORM OPERATORS CHECKS/SERVICES ON STILL PHOTOGRAPHIC EQUIPMENT
- 406 PERFORM OPERATORS CHECKS/SERVICES ON MOTION PICTURE EQUIPMENT
- 407 PERFORM OPERATORS CHECKS/SERVICES ON TELEVISION PRODUCTION/ EDITING EQUIPMENT
- 408 PERFORM OPERATORS CHECKS/SERVICES ON STUDIO LIGHTING EQUIPMENT
- 409 PERFORM OPERATORS CHECKS/SERVICES ON MOTION PICTURE EDITING EQUIPMENT
- 410 PERFORM OPERATORS CHECKS/SERVICES ON BROADCASTING EQUIPMENT SUCH AS HEADPHONES AND TAPE RECORDERS
- 411 PERFORM OPERATORS CHECKS/SERVICES ON AUDIOVISUAL EQUIPMENT SUCH AS OPAQUE/SLIDE PROJECTORS
- 412 INSTRUCT/TRAIN PERSONNEL IN AV TRAINING DEVICES/SIMULATORS PREVENTIVE MAINTENANCE TECHNIQUES

- 413 INSTRUCT/TRAIN PERSONNEL IN STILL PHOTOGRAPHIC EQUIPMENT
PREVENTIVE MAINTENANCE TECHNIQUES
- 414 INSTRUCT/TRAIN PERSONNEL IN MOTION PICTURE EQUIPMENT
PREVENTIVE MAINTENANCE TECHNIQUES
- 415 INSTRUCT/TRAIN PERSONNEL IN STUDIO LIGHTING EQUIPMENT
PREVENTIVE MAINTENANCE TECHNIQUES
- 416 INSTRUCT/TRAIN PERSONNEL IN TELEVISION PRODUCTION/EDITING
EQUIPMENT PREVENTIVE MAINTENANCE TECHNIQUES
- 417 INSTRUCT/TRAIN PERSONNEL IN MOTION PICTURE EDITING
EQUIPMENT PREVENTIVE MAINTENANCE TECHNIQUES
- 418 INSTRUCT/TRAIN PERSONNEL IN PERFORMING PM ON AV TRAINING
DEVICES/SIMULATORS
- 419 INSTRUCT/TRAIN PERSONNEL IN PERFORMING PM TECHNIQUES ON
BROADCASTING EQUIPMENT SUCH AS HEADPHONES AND TURNTABLES
- 420 INSTRUCT/TRAIN PERSONNEL IN PERFORMING PM TECHNIQUES ON
AV EQUIPMENT SUCH AS OPAQUE/SLIDE PROJECTORS
- 421 SUPERVISE PERSONNEL PERFORMING PREVENTIVE MAINTENANCE ON
MOTION PICTURE EQUIPMENT
- 422 SUPERVISE PERSONNEL PERFORMING PREVENTIVE MAINTENANCE ON
STILL PHOTOGRAPHIC EQUIPMENT
- 423 SUPERVISE PERSONNEL PERFORMING PM ON AV TRAINING DEVICES/
SIMULATORS
- 424 SUPERVISE PERSONNEL PERFORMING PREVENTIVE MAINTENANCE ON
TELEVISION PRODUCTION/EDITING EQUIPMENT
- 425 SUPERVISE PERSONNEL PERFORMING PREVENTIVE MAINTENANCE ON
STUDIO LIGHTING EQUIPMENT
- 426 SUPERVISE PERSONNEL PERFORMING PREVENTIVE MAINTENANCE ON
MOTION PICTURE EDITING EQUIPMENT
- 427 SUPERVISE PERSONNEL PERFORMING PM ON BROADCASTING
EQUIPMENT SUCH AS HEADPHONES AND TURNTABLES
- 428 SUPERVISE PERSONNEL PERFORMING PM ON AV EQUIPMENT SUCH AS
OPAQUE/SLIDE PROJECTORS

NOW THAT YOU HAVE FOUND ALL THE TASKS THAT YOU PERFORM IN YOUR PRESENT BILLET AND HAVE FILLED IN THE APPROPRIATE CIRCLES, READ THE FOLLOWING INSTRUCTIONS ON HOW TO TIME RATE THE TASKS YOU PERFORM.

PART II - TASK SECTION {CONTINUED}

INSTRUCTIONS FOR TIME RATING THE TASKS YOU HAVE INDICATED
YOU PERFORM

YOU ARE NOW READY TO TIME RATE EACH TASK THAT YOU HAVE MARKED THAT YOU CURRENTLY PERFORM. TO RATE THE RELATIVE AMOUNT OF TIME SPENT ON EACH TASK, YOU MUST FIRST DECIDE HOW MUCH TIME YOU SPEND ON EACH TASK. THEN COMPARE THIS TIME WITH THE AMOUNT OF TIME SPENT ON EACH OF THE OTHER TASKS THAT YOU HAVE CHECKED.

RECORD THE RELATIVE TIME SPENT FOR EACH TASK THAT YOU HAVE MARKED USING THE "SEVEN-POINT" TIME SPENT SCALE SHOWN BELOW.

TIME SPENT

1. VERY LITTLE
2. BELOW AVERAGE
3. SLIGHTLY BELOW AVERAGE
4. AVERAGE
5. SLIGHTLY ABOVE AVERAGE
6. ABOVE AVERAGE
7. VERY MUCH

REMEMBER, IF YOU SPEND VERY MUCH TIME PERFORMING A PARTICULAR TASK IN COMPARISON TO OTHER TASKS YOU PERFORM, THE TASK SHOULD BE RATED A 7 (VERY MUCH) IN THE ANSWER BOOKLET. THE FOLLOWING EXAMPLES WILL SHOW YOU HOW TO MARK YOUR ANSWERS. THE FIRST TASK WAS DONE VERY MUCH. THE SECOND TASK WAS NOT CHECKED OR TIME RATED BECAUSE IT WAS NOT PERFORMED. THE THIRD TASK WAS RATED AS BEING PERFORMED BELOW AVERAGE.

TIME SPENT

1. VERY LITTLE
2. BELOW AVERAGE
3. SLIGHTLY BELOW AVERAGE
4. AVERAGE
5. SLIGHTLY ABOVE AVERAGE
6. ABOVE AVERAGE
7. VERY MUCH

E X A M P L E S

QUESTION BOOKLET

ANSWER BOOKLET

TASK DONE

0001 TASK
0012 TASK
0035 TASK

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0
●

0 0 0 1	1 2 3 4 5 6 ●
0 0 1 2	1 2 3 4 5 6 7
0 0 3 5	1 ● 3 4 5 6 7

TURN BACK TO PAGE 5 OF THE ANSWER BOOKLET AND RECORD THE RELATIVE TIME SPENT FOR EACH TASK THAT YOU HAVE MARKED.

AGAIN, DO NOT TIME RATE TASKS YOU DO NOT PERFORM. DO NOT DARKEN MORE THAN ONE NUMBER FOR ANY TASK THAT YOU RATE.

AFTER YOU HAVE COMPLETED PART II YOU MAY CONTINUE ON TO PARTS IV AND V.

PART IV & V - WRITE-IN/REMARKS SECTIONS

INSTRUCTIONS FOR SECTIONS IV AND V OF THE ANSWER BOOKLET:

THESE SECTIONS ASK FOR HAND WRITTEN COMMENTS, RECOMMENDATIONS AND SUGGESTIONS ABOUT YOUR TRAINING, MOS, AND JOB. YOU MUST WRITE ON THE TOP OF PAGE 15 YOUR RANK AND BILLET MOS.

HANDWRITTEN COMMENTS AND RECOMMENDATIONS RECEIVED FROM MARINES WHO HAVE PARTICIPATED IN SIMILAR SURVEYS HAVE BEEN EXTREMELY VALUABLE FOR PERSONNEL AND TRAINING MANAGERS. YOUR PARTICIPATION IN PROVIDING "FEEDBACK" TO THE MARINE CORPS ABOUT YOUR TRAINING, YOUR JOB, AND THIS QUESTIONNAIRE IS ENCOURAGED AND GREATLY APPRECIATED.

X X X X X X X X X X X

WHEN YOU HAVE COMPLETED THESE FINAL 2 SECTIONS, RETURN YOUR QUESTIONNAIRE AND ANSWER BOOKLET TO THE ADMINISTRATOR.

THANK YOU FOR YOUR TIME AND PARTICIPATION IN THIS SURVEY. YOU CAN BE ASSURED THAT THE INFORMATION PROVIDED BY YOU, ALONG WITH YOUR PERSONAL COMMENTS AND RECOMMENDATIONS, WILL BE KEPT CONFIDENTIAL AND WILL BE USED TO IMPROVE THE MANPOWER AND TRAINING ASPECTS OF THE MARINE CORPS.